



PRE-SERVICE TRAINING
YOUTH IN DEVELOPMENT
PROGRAM SUPPORT ASSISTANT (PSA)

Job Posting

Location	Don Chedi, Supanburi Province (transportation and lodging provided)
Dates	December 1, 2023 – March 20, 2024
Duration of contract	Not to exceed 111 total days, paid at daily rate
<i>*note that several holidays fall within this period. The total working days shall not exceed (111 total days)</i>	
Reports to	Training Manager (TM)

POSITION SUMMARY

This is a full-time, short-term contract position which requires approximately 16 weeks of living and working at the central training site in Don Chedi, Supanburi Province. Transportation and lodging are provided.

The Program Support Assistant works under the direction and guidance of the Training Manager to support the planning, preparation, and smooth daily operation of Peace Corps' Pre-Service technical training for Youth in Development (YinD) Volunteers. This includes daily support for a range of small- and large-group events and activities for staff, trainees, community members, and guests at the Pre-Service Training orientation site, the training hub, and several off-site venues, including schools and outdoor activity areas for young people. Liaises with schools and local government officials to ensure smooth running of the training program.

This is a full-time, short-term contracted position which requires living and working full-time at the PST training site in Don Chedi, Supanburi Province. The PSA will be required to follow a five-day work week, with additional preparation time and activities in the evening, and on weekends and holidays.

MAJOR DUTIES AND RESPONSIBILITIES

Preparation and Planning

- Completes in-person and online trainings required by Peace Corps to become familiar with the organization and the Youth in Development program.
Participates in all planning meetings and activities including full and active involvement in the Training of Trainers (TOT) workshop.

Training Support and Program Administration

- Works closely with YindD Program and Training Specialist (PTS) and Training Assistant to plan and prepare for all technical training sessions and activities.
- Liaises with local officials, schools, community leaders, and resource persons at the training site to ensure full cooperation and collaboration at training venues.
- Assists PTS in communicating with Resource Volunteers, when needed.
- Prepares, prints, and delivers documents and other resources for sessions.
- Prepares certificates for local community partners, and other documents, as needed, for technical training activities.
- Tracks Trainees' assignments.
- Helps document all training sessions; files session plans and training materials/handouts.
- Participates in weekly PST staff meetings to contribute to smooth running of the training program.
- Follows all reporting procedures and submits weekly and other regular reports to TM, adhering to deadlines and due dates.
- Helps PTS prepare and submit the final PST assessment to management.
- Other duties as assigned

Safety and Security

Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons, or articles.

Per MS 270, all members of the Peace Corps staff must be familiar with the Emergency Action Plan and their responsibilities in the event of an emergency.

REQUIRED QUALIFICATIONS

- Bachelor's degree preferred.
- At least 1 years' experience in office or program administration.
- Native Thai speaker, currently residing in Thailand.
- Good oral and written English communication.
- Good coordination, and organizational skills.
- Proven ability to work in a cross-cultural setting.
- Strong communication and interpersonal skills.
- Familiar with a range of basic office equipment and able to use a computer, printer, copier, projector, etc.

- Team-player, well-organized, flexible, adaptable, reliable, sensitivity to gender and diversity issues, sense of humor.

Application Period: August 4, 2023 – September 1, 2023

To apply: Submit a complete resume to ThailandJobs@peacecorps.gov during the application period listed above.

Notes:

- Only short-listed candidates will be contacted.
- One or more positions may be filled from this announcement.
- Peace Corps may consider international applicants, but reserves the right to prioritize host country national candidates.
- Contracting Officer reserves the right to accept late applications on an ad hoc basis
- Candidates must indicate if they have ever previously served as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer from any candidate with a prior history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer to any candidate that is a relative or household member of any current Peace Corps staff member.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age of 60 years old), disability, or genetic information.